SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
Job Posting #2019-07
Internal/External Posting

POSITION: ADP Wellness Worker

POSITION SUMMARY: Under the general direction of the Community and Settlement Services Department Coordinator and the Community Services Program Leader, the ADP Wellness Worker assumes the following responsibilities:

- Plan and coordinate activities and events for participants in the ADP focusing on a holistic approach to wellness (emotional, cognitive, physical, social, environmental, etc.) designed to improve/optimize quality of life with the aim of providing stimulation and enjoyment.
- Customize activities for individuals accommodating the particular needs of the client's attending the program. i.e. provide customized activities for individuals living with Alzheimer's/dementia, Parkinson's, or disabilities. Activities can focus on arts and crafts, social outings, music, nature, communication and verbal skills, games, reminiscing/memory, physical, etc.
- Create a flexible, engaging client-focused day program designed to meet individual and group needs
- Plan evening social events such as community dinners, activity evenings or caregiver/client events
- Develop a monthly/yearly calendar of activities and events, flyers and other communications as required
- Research, lead the implementation and innovation of programming and activities for ADP clients
- Plan and administer appropriate activities for clients according to their individual abilities and interests
- Organize and supervise outings with clients on regular basis
- Provide coverage in the Adult Day Program as needed
- Work as a team and communicate with PSWs to deliver quality programming and activities
- Assist with the collection of program statistics
- Purchase program supplies and resource material as required and maintain an inventory of program material
- Work cooperatively with staff and volunteers in the Adult Day Away Program and Community Services team
- Participate in Community Services Staff and SECC Staff meetings
- Perform other duties as assigned

QUALIFICATIONS:
A degree or diploma in one of the following fields: gerontology, social worker/social service worker (SSW, BSW, MSW), recreation/activation, psychology, family and social relations, nursing –RN or RPN

- Education must focus specifically on gerontology and include training in meeting the biopsychosocial needs of seniors

AND
Minimum three years of demonstrated experience working with seniors and persons with disabilities in a social-recreational or day program setting

AND
Minimum three years of demonstrated experience in program planning and development, specifically planning activities for seniors, persons with Alzheimer's and dementia and/or disabilities

ADDITIONAL SKILLS:

- Current CPR/First Aid Certification
- GPA/U-First/P.I.E.C.E.S. an asset
- Montessori Methods for Dementia an asset
- Safe Food Handling Certificate an asset
- Intermediate/Advanced level computer literacy skills including the Microsoft Office Suite
- Excellent command of the English Language
- Excellent team work and team building skills
- High degree of resourcefulness, flexibility and adaptability

- Able to effective communicate both verbally and in writing
- Demonstrates a high degree of cultural competency and respects clients diverse backgrounds
- A strong sense of compassion and patience
- Creative, enthusiastic approach to program development and special event design
- Knowledge of and experience working with persons who have dementia including Alzheimer's Disease or a related dementia and/or chronic health conditions or comorbidities
- Vulnerable Sector Police Record Check
- Able to meet the basic physical demands of the job which includes sitting, standing, bending twisting, computer work, etc.

HOURS AND SALARY:

- Up to 21 hours per week, plus up to an additional 7 hours per month for special events/evening dinners
- Flexible hours may be required depending on the needs of the program
- $22.63 per hour (beginning April 1, 2019)
- As per CUPE 4523 Collective Agreement

EXPECTATIONS:

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Expected to provide coverage for other positions as required
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics and complete reports
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and other staff
- Sensitive to the diverse needs to clients from various backgrounds
- Work independently and co-operative in a multi-disciplinary situation

INTERNAL/EXTERNAL POSTING
WITHOUT PREDJUDICE

Please submit resumes by 8:30am.
Thursday, March 21, 2019 to:
Jennifer Moore
jmoore@secc.on.ca
Manager of Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources